



eRegistration Validation Process

Miami Immigration Court

INTRODUCTION

Welcome to the eRegistration validation process! Attorneys and accredited representatives are required to register with EOIR in order to represent aliens before the Immigration Courts and Board of Immigration Appeals. Registration is an electronic process that requires the attorney or accredited representative to enter and maintain a profile of their information in order to receive an EOIR Identification number. Attorneys and accredited representatives will register once to be able to appear before all Immigration Courts and the Board of Immigration Appeals. Registration is not particular to one court. This guide is designed to assist you with the Identification Validation process at the court.

IDENTIFICATION VALIDATION

Identification validation began at the Miami Immigration Court on June 10, 2013. Completing the registration process requires that the attorney presents a photo identification to immigration court personnel. Immigration Court personnel will review the photo identification presented by the attorney or accredited representative and enter this information into EOIR's Identity Manager System to complete the registration process.

NOTE: LEGAL ASSISTANTS, SECRETARIES, PARALEGALS, AND ANY OTHER PERSONNEL MAY NOT REGISTER ON BEHALF OF THE ATTORNEY OR ACCREDITED REPRESENTATIVE. THE ATTORNEY OR ACCREDITED REPRESENTATIVE MUST APPEAR IN PERSON TO HAVE HIS OR HER IDENTITY VALIDATED.

HOW TO REGISTER

The Miami Court has instituted an "Open Period" where you may come to the court and complete the eRegistration process. There is no appointment necessary. You can complete your eRegistration by coming to the 7th floor reception window of the Miami Immigration Court, 333 S. Miami Avenue, Miami, FL 33130. Please indicate to the court staff member present that you wish to complete/validate your eRegistration. At that time you will be issued a number for service & you will be asked to take a seat. A separate staff member will assist you in turn. The open periods are:

Monday – Friday, June 10-14, 2013	09:00am – 12:00pm 01:00pm – 04:00pm
Monday – <u>Thursday</u> , June 17-20, 2013	09:00am – 12:00pm 01:00pm – 04:00pm
Monday – <u>Thursday</u> , June 24-27, 2013	09:00am – 12:00pm 01:00pm – 04:00pm

At the end of the open period, validation will be conducted on Mondays and Wednesdays during regular business hours, but appointment service will be available for those remote to the Court. (See below).

To Register:

Before coming to the Courthouse, establish your eRegistration account profile at www.justice.gov/eoir/engage/eRegistration.htm. Follow the link for access to registration screens. After completion, you will receive an e-mail confirmation. Then:

1. To complete/validate your registration, go to the Miami Immigration Court during the times and dates listed above
2. Let the receptionist at the 7th floor reception window know that you wish to complete/validate your eRegistration
3. Show your government issued Identification for verification (*see table below*)
4. Your eRegistration will then be added to EOIR's database
5. Your eRegistration is completed

Type of Identification That Will Be Accepted (all types of identification <i>MUST</i> contain a photograph, and a date of birth)
U.S. Passport
U.S. Passport Card
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
Employment Authorization Document/Card (Form I-766)
Driver's License or Identification Card (issued by a state, or outlying possession of the U.S)
ID Card issued by a federal, state, or local government agency
U.S. Military Card, or draft record

EOIR IDENTIFICATION NUMBERS

Once you receive your EOIR Identification number, you must enter it on all EOIR-27s and EOIR-28s. As of December 10, 2013 all attorneys and accredited representatives will be required to enter an EOIR Identification on all EOIR-27s and EOIR 28s.

IMMIGRATION COURT

Since the Miami Immigration Court is a remote site to some attorneys and due to limited staffing, attorneys and accredit representatives whose home or office is 50 or more miles from the Court should call for an appointment before coming to validate their registration. Please contact the Miami Immigration Court well in advance, so we may schedule a convenient appointment for you. Our number is 305-789-4221. Ask for Mr. Ralph Sturla or whoever might be scheduling e-registration validation appointments.

If you have any questions about the eRegistration validation process, please contact the Court at (305) 789-4221.